STATE PROJECT MANAGEMENT OFFICE

1. Follow-up on Jan 2013 Agile Workshop

2. PM Training in May 2013

3. PMO Advisory Group (PMOAG)

4. Quick Ref Guide for PMs

AGILE SIMULATION WORKSHOP

- There were two opportunities to attend this free 4-hour workshop

- Registration reached maximum amount of 20 attendees per workshop; total of 40 registered

Workshop Goals:

- learn the basic principles of agile planning

- gain some experience in planning sprints

PROJECT MANAGEMENT TRAINING

Courses being offered:

- ❑ IT Project Leaders: May 6-8, 2013
- ❑ Team Members: May 9-10, 2013
- ❑ Non-IT Project Leaders: May 20-22, 2013
- ❑ Executive Overview: May 23, 2013 (1/2 day)

Registration:

- ❑ Email will be sent out by March 8th

PMO ADVISORY GROUP

- Lessons Learned simulation / training at our February meeting

- Reviewing Quick Ref Guide for PMs

- New PMI Agile Certified Practitioner (PMI-ACP): Keith Lavender

QUICK REF GUIDE FOR PMs

A Project Management Quick Reference Guide

STATE ITSD

A Guide for Effective

Project Management

From the

State of Montana
Project Management Office (PMO)

CHANGE AHEAD

"Project management has become an essential ingredient for success for most organizations, whether they realize it or not."

—D.W. Haskins, Director of the Masters of Science in Project Management Program, University of Wisconsin, Platteville, Wisconsin, USA

Why Project Management?

There's a big difference to being a general manager and being a project manager. Project

Project Management Life Cycle

The Project Management process groups—Initiating, Planning, Executing, Monitoring and Controlling, and Closing—can apply to an overall project, or to multiple phases of a large project. It may seem that the process groups are discrete and sequential elements in the life of a project; however, they overlap and may interact continuously on a given project. Below is an illustration from the PMBOK Guide that demonstrates how the five process groups overlap and interact with one another.
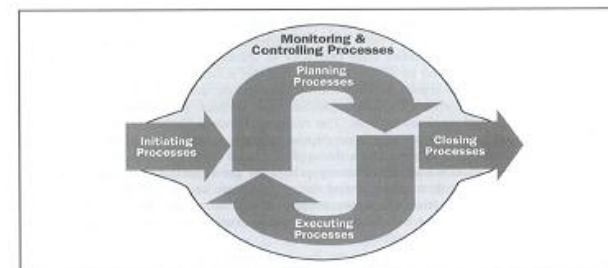
QUICK REF GUIDE FOR PMs

Project Management Methodology
Process 1 - Initiating

The primary purpose of the Initiating Process is to clearly determine the purpose and goals of the project, and to obtain formal approval to start the project. This is where the purpose of the project is documented, the project manager and key stakeholders are identified, initial requirements are gathered, the project receives its initial commitment of financial resources, and project authorization is formalized. Phases may be identified during project initiation for large or complex projects. A project feasibility / concept process often precedes initiation.

Key Participants: Project Sponsor, Project Manager

Key Inputs:
- Identification of the Project Sponsor
- Initiation Checklist
- Project Feasibility/Concept and any Pre-initiation documents
- Related regulations (e.g., statute, administrative rule, policies)

Key Activities:
- Assign Project Manager
- Develop the Project Charter
- Review, approve and authorize the Project Charter
- Identify Key Business Relationships
- Interview key stakeholders
- Determine project scope
- Identify high-level requirements
- Determine project size
- Develop high-level project schedule
- Develop high-level (Order of Magnitude) budget
- Secure Funding
- Conduct Initiation Phase Review
- Document Lessons Learned

Key Outputs:
- Project Charter, signed by all designated sponsors
- Identification of the Project Manager
- Stakeholder list
- Notes from interviews with key stakeholders
- Initial requirements
- Project scaling
- High-level schedule
- High-level budget
- Initial Lessons Learned
- Completed Initiation Checklist

Process 2 - Planning

The primary purpose of the Planning Process is to develop the project management plan and all of its related sub-plans, including the project schedule and budget. The plan should identify all the work required to complete the project and define how the work is to be performed. It is important to define the project's change control process and the approval process. This plan will be used to guide the work of the project and to measure project progress. The plan is approved by the project sponsor and key stakeholders.

Key Participants: Project Manager, Project Sponsor, Key Stakeholders

Key Inputs:
- Signed Project Charter
- Stakeholder List

Key Activities:
- Establish project scale to determine appropriate documentation
- Develop Project Management Plan &

Key Outputs:
- Project Management Plan, signed by all designated parties

Process 3 - Executing

The primary purpose of the Executing Process is to perform and complete the work defined in the Project Management Plan to achieve the project's objectives. Deliverables are completed, tested, and accepted. In addition to completing deliverables, these activities focus on managing project resources, following processes, and communicating project information.

Key Participants: Project Manager, Project Team, Stakeholders

Key Inputs:
- Approved Project Management Plan, including all subsidiary plans and documents
- Approved functional and tech-

Key Activities:
- Conduct Kick-off meeting with project team
- Follow the Project Management Plan and WBS

Key Outputs:
- Project Deliverables
- Vendor Proposals
- Various Communications: formal (status reports, meetings) and

Process 4 - Monitoring and Controlling

The primary purpose of the Monitoring and Controlling Process is to compare and verify deliverables against the project management plan and the requirements. It is an activity that is performed throughout the project; however, the majority of work in this process is done concurrently with the Executing process. Once deviations from the project management plan are detected, corrective and preventative actions are recommended to bring the project back into alignment with the project plan.

Key Participants: Project Manager, Project Team, Stakeholders

Key Inputs:
- Approved Project Management Plan, including all subsidiary plans and documents

Key Activities:
- Validate work plan and estimate against the contract and/or SOW
- Measure ongoing project activities to

Key Outputs:
- Updated Project Management Plan
- Updated Project Baselines, if

Process 5 - Closing

The primary purpose of the Closing Process is to finalize all project activities and formally bring the project to an end. During Closing, lessons learned are documented, project documents are archived, contracts are closed out and team members are released to work on other assignments.

Key Participants: Project Manager, Project Team, Stakeholders

Key Inputs:
- Final Deliverable Acceptance

Key Activities:
- Update, finalize and store all project documentation

Key Outputs:
- Finalized project documentation

Questions for the State Project Management Office?